



COUNTY OF LOS ANGELES
Public Health

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BOARD OF SUPERVISORS

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November 14, 2006

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**APPROVE CEQA FINDING, ESTABLISH CAPITAL PROJECT TO REFURBISH A
PORTION OF THE MONROVIA COURT FOR MONROVIA HEALTH CENTER, AND
APPROVE AN APPROPRIATION ADJUSTMENT (C.P. 86868)
(Fifth District) (3 Votes)**

JOINT RECOMMENDATIONS WITH THE CHIEF ADMINISTRATIVE OFFICER THAT YOUR
BOARD:

1. Find that this project is categorically exempt from the California Environmental Quality Act (CEQA).
1. Approve the attached appropriation adjustment to transfer \$355,000 from the Department of Public Health's Fiscal Year 2006-07 operating budget under Salaries and Employee Benefits to fund this capital project.
2. Establish Capital Project (CP No. 86868) to refurbish a portion of the Monrovia Court for support staff office space related to the adjacent Monrovia Health Center in the amount of \$355,000.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS:

Approval of the recommended actions will allow the Department of Public Health (DPH) to refurbish a portion of the Monrovia Court for support staff office space related to the adjacent Monrovia Health Center.

The Monrovia Health Clinic has outgrown and is overcrowded in its current location. A portion of the adjacent Monrovia Court was vacated by the Superior Court in June 2005 and is currently available for use by the health clinic. The 3,800 square feet of available space will accommodate 20 nursing staff, two secretaries and five administrative staff and will relieve overcrowding in the existing health clinic.

The proposed project will refurbish 3,800 square feet of the Monrovia Court building by removing existing casework, wall paneling and unneeded electrical outlets; replacing the current vinyl flooring with carpeting; refinishing the doors and frames; installing 23 new modular work stations; furnishing five offices and one conference room; and installing two new heating and air conditioning units. The refurbishment project will be completed by the Internal Services Department and is anticipated to be completed six months after Board approval.

FISCAL IMPACT/FINANCING:

The estimated construction cost for the project totals \$223,248 including a base contract of \$194,129 and contingency fund of \$29,119. The total estimated project cost including construction, contingency fund, furniture, data communications, and County services is \$355,000. The attached appropriation adjustment in the amount of \$355,000 will transfer funds from the DPH's Fiscal Year (FY) 2006-07 Operating Budget - Salaries and Employee Benefits to the Monrovia Health Center (court building) Refurbishment Project (CP No. 86868). Upon your Board's approval sufficient appropriation will be included in the FY 2006-07 Capital Projects/Refurbishments Budget to fund the proposed project. The proposed Project Schedule and Budget Summary are shown as Attachment A.

The entire project is funded by the Department's net County cost.

Operating Budget Impact

The ongoing annual operating budget impact is estimated at \$42,000. Sufficient funding for the ongoing operational cost is included in the FY 2006-07 Final Budget and will be requested in future fiscal years.

FACTS AND LEGAL PROVISIONS/LEGAL REQUIREMENTS:

The County and State are working together to implement Senate Bill 1732 which requires the transfer of certain court related assets to the State. If the County and State agree on the transfer of the Monrovia Court building to the State, the County will have the option to remain in its occupied portion of the building or the State may acquire the County's occupancy right including the value of the proposed improvements.

Under the County's Civic Art Policy and Procedures approved by your Board on December 7, 2004, this refurbishment project is exempt from providing and/or financing civic art since the total project costs are less than \$500,000.

Implementation of Strategic Plan Goals

These actions meet the County's Strategic Plan Goal of Service Excellence by promoting best practices for patient care and the Goal of Fiscal Responsibility by investing in the public infrastructure.

The Honorable Board of Supervisors
November 14, 2006
Page 3

Consistency with DPH Goals

These actions meet DPH's strategic goals by improving the delivery of health care services and enhancing the health of the residents of Los Angeles County.

ENVIRONMENTAL IMPACT DOCUMENTATION:

This project is categorically exempt from CEQA pursuant to State Guidelines Section 15301(a) and Class 1, Subsection (d) of the County of Los Angeles Revised Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987.

CONTRACTING PROCESS:

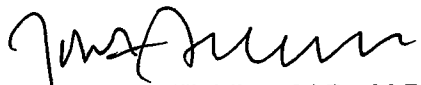
Because the refurbishment project will be completed by the Internal Services Department, it is not appropriate to advertise on the Los Angeles County Online Web Site as a business opportunity.

IMPACT ON CURRENT SERVICES (OR PROJECTS):

The Monrovia Court refurbishment project will not impact patient services at Monrovia Health Center. The project will provide office space for the health center nursing and administrative staff.

It is requested that the Executive Officer, Board of Supervisors, send adopted copies of this letter to DPH and the Chief Administrative Office, Capital Projects Division.

Respectfully submitted,



Jonathan E. Fielding, M.D., M.P.H.
Director and Medical Officer



David E. Janssen
Chief Administrative Officer

JEF:DEJ:rf
Board letter Monrovia 11.03.06

Attachments (2)

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors
Auditor-Controller

ATTACHMENT A

**APPROVE CEQA FINDING, ESTABLISH CAPITAL PROJECT TO REFURBISH A
PORTION OF THE MONROVIA COURT FOR MONROVIA HEALTH CENTER, AND
APPROVE AN APPROPRIATION ADJUSTMENT (C.P. 86868)**

I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date
Award Design Contract	Not Applicable
Execute Contract	Not Applicable
Schematic Design	Not Applicable
Design Development	Not Applicable
Construction Documents	Not Applicable
Jurisdictional Approvals	Not Applicable
Issuance of Purchase Order	December 2006
Installation	March 2007
Substantial Completion	April 2007
Final Acceptance	May 2007

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REFURBISH A PORTION OF THE MONROVIA COURT FOR MONROVIA
HEALTH CENTER, AND APPROVE AN APPROPRIATION ADJUSTMENT
(C.P. 86868)**

II. PROJECT BUDGET SUMMARY

Budget Category	Proposed Project Budget
Programming Services	\$ 0
Plans and Specifications	
Basic Design Services	\$ 0
Additional Consultant Services	\$ 0
Total Plans and Specifications	\$ 0
Plan Check and Jurisdictional Reviews	Not Applicable
Construction	
Construction	\$ 194,129
Change Order Allowance	\$ 29,119
Total Construction	\$ 223,248
Data/Communications	\$ 19,231
Modular Furniture	\$ 112,521
Miscellaneous Expenditures	\$ 0
County Services	\$ 0
TOTAL	\$ 355,000

JEF:BAC:DEJ:r

Board letter Monrovia 11.03.06

COUNTY OF LOS ANGELES
REQUEST FOR APPROPRIATION ADJUSTMENTDEPT'S.
No.

DEPARTMENT OF PUBLIC HEALTH

July 14, 2006

AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FISCAL YEAR 2006/07

3-VOTE

SOURCES:

Public Health Services
Salaries & Employee Benefits
A01-HS-23450-1000 \$ 355,000

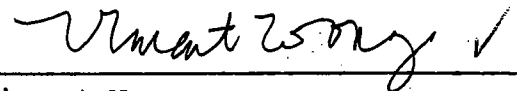
USES:

Various Capital Projects/Refurbishments
Monrovia Court Partially Refurbishment
Project
A01-CP-86868-6014 \$ 355,000

Total \$ 355,000

Total \$ 355,000

This adjustment is necessary to reallocate existing appropriation from Public Health Services to the Capital Project Budget in order to partially refurbish the Monrovia Court to provide office space for the adjacent Monrovia Health Center. There is no impact on net County cost.



Vincent Wong

DPH - Public Health Finance Manager

CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF
ADMINISTRATIVE OFFICER FOR—

ACTION

RECOMMENDATION

APPROVED AS REQUESTED

AS REVISED

Nov. 3 2006

CHIEF ADMINISTRATIVE OFFICER

APPROVED (AS REVISED):
BOARD OF SUPERVISORS

BY

DEPUTY COUNTY CLERK

AUDITOR-CONTROLLER

BY

No. 050

Nov 3 2006

SEND 5 COPIES TO THE AUDITOR-CONTROLLER